



FAIRVIEW DEVELOPMENTAL CENTER JOB OPPORTUNITY BULLETIN

COMMUNITY PROGRAM SPECIALIST II

SALARY RANGE	\$4600 - \$5758
TENURE/TIME BASE	Permanent, Full Time
PROGRAM/DEPARTMENT	South Coast Regional Project
FINAL FILING DATE	August 20, 2015

DESCRIPTION OF DUTIES: Under the direction of the Project Director, the CPS II will serve as the Acting Director in the absence of the Director. The CPS II will be largely responsible for transition and admission and 4418.7 activities for Fairview and Canyon Springs to provide guidance, leadership and troubleshooting activities for Transition related issues, present regular reports to DDS HQ and provide quality assurance services in SCRP-LRP. Transition work for the Southern California region and case management for clients at Fairview and Canyon Springs. Assess clients at Fairview/CS and in the community meeting, participate in IDT meetings as resources to the team about issues related to community placement, identify and ensure service support needs of clients and delivery of such when clients move, conduct all Transition activities as determined by the team, participate in crisis related support with clients in transition, document all activities according to established procedures, provide training as needed and other duties as assigned.

WHO MAY APPLY: Employees with list and transfer eligibility will be considered. Appointment will be subject to Departmental Restriction of Appointment (DROA), State Restriction of Appointment (SROA)/Surplus, and Reemployment list procedures. Applications will be reviewed and only the most qualified candidates will be scheduled for interviews. **Note:** Appointment subject to State Restriction of Appointment (SROA), Surplus and Re-employment List Procedures, pre-employment physical and fingerprint clearance. Applications can be obtained from the Testing Office of Fairview Developmental Center or from the State Personnel Board website www.spb.ca.gov. **Applications must be received in the Personnel Reception Office by no later than the close of business of the final filing date (4:30 PM). Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted. Faxed applications or resumes will not be accepted.**

PLEASE SEND YOUR COMPLETED STATE APPLICATION (STD. 678) TO:

FAIRVIEW DEVELOPMENTAL CENTER
TESTING OFFICE, ROOM 211
2501 HARBOR BLVD.
COSTA MESA CA 92627
(714) 957-5255

IMPORTANT: PLEASE INCLUDE THE PROGRAM/DEPARTMENT NEXT TO THE JOB TITLE ON THE APPLICATION OR IT WILL NOT BE CONSIDERED FOR THE VACANCY.

FAIRVIEW IS AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

CLASSIFICATION TITLE: Community Program Specialist II
RELEASE DATE: 08/06/15